

Chief, Management Staff

12 September 1956

Chief, OCW Staff (IL/PA Area)

Work Report for Period 6 September 1956 through 12 September 1956

1. Accomplishment

- a. Occupancy of Available Space in Curie Hall. 25X1A9a
- b. Medical Staff, Increased Capabilities Requirement. 25X1A9a

2. Assignments

- a. 16 5-1, OC, Study of the Comptroller Organization. 25X1A9a
- b. 16 5-14, OC, Follow-up on Implementation of Management Staff Recommendations regarding survey of Fiscal Division. 25X1A9a
- c. 16 5-15, OC, Study of Budget Division. 25X1A9a
- d. 16 5-16, OC, Study of Technical Accounting Staff. 25X1A9a
- e. 16 5-17, OC, Study of Program Analysis Staff. 25X1A9a
- f. 16 5-20, OL, Review of Procedures, Printing Services Division. 25X1A9a
- g. 16 6-14, Study of Agency Overtime Practices. 25X1A9a
- h. 16 6-19, OTR, Study of OTK Clerical Training Program. 25X1A9a
- i. 16 6-28, OS, Administrative Survey of Correspondence and Records Branch; Transfer of UV Lists, Field to Headquarters and Establishment of New Organizational Components. 25X1A9a
- j. 16 6-47, OC, Study of Use of UV Funds to pay Agency Employees. 25X1A9a
- k. 16 6-48, OS, Reorganization of Support Branch, 15B. 25X1A9a
- l. 16 6-49, OTR, Study of OTK Language and Area Instruction. 25X1A9a
- m. 16-886, OL, Reorganization of Identification and Cataloging Branch, Supply Division. 25X1A9a
- n. 16-936, OTR, Increase of Two Positions for the JOT Program. 25X1A9a

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- c. NS-949, OTB, Reorganization of Basic and Intelligence Schools and the Establishment of a School of International Communism. [REDACTED]

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3. Training

- Two hours - Study with an experienced examiner of OTB Techniques as applicable to CIA. [REDACTED]

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